



## **Council of Trustees Policy COT-003**

---

### **Selection Process of Student Trustee**

#### **Purpose and Scope**

The purpose of the policy is to ensure a proper, efficient process compliant with the Pennsylvania Association of Councils of Trustees Guidelines and the Board of Governors policy for the selection of the university student trustee.

#### **Policy**

No less than 150 days prior to the expiration of the student trustee's term the selection process for the new student trustee shall begin.

The student trustee selected must be a full-time undergraduate student in good university standing with at least a 2.50 cumulative quality point average and must be able to serve on the Council of Trustees for up to four years including graduate studies. Eligible candidates shall be at least a first-semester sophomore, but no more than a second-semester junior. Applicants shall use a standard application form which shall include biographical information, at least three letters of recommendation, information on other university activities, a list of honors/awards received, current anticipated graduation date, grade point average, and a statement of interest in the position.

Each of five constituencies (administration, Council of Trustees, non-instructional staff, faculty, and student government) shall submit the names of its representatives who shall serve on the search and screen committee for the selection of three nominees, one of whom shall replace the incumbent student trustee upon graduation. The committee shall include the President or his designee, a faculty member, a trustee, a non-instructional staff member, and five students (three of whom may be voting members of the student government).

The incumbent student trustee shall serve as the non-voting chairperson of the search and screen committee, initiating this process and receiving the names of those serving on the committee. The chair shall convene the selection committee within 30 days after the beginning of the fall semester, to familiarize the committee with the nomination and interview processes and determine the public notification of the impending vacancy. The committee shall use a standard rating form during the interview process to assure uniformity. The committee shall consider the anticipated graduate date of the candidate, how the candidates/nominees demonstrate concern for the welfare of students and the university, understand the responsibilities of the position, as well as their academic and social standing in the university community. If for any reason the incumbent student trustee fails to act, the student government president shall assume the chair.

## Policy 1990-101

Requests for nominations and applications shall be widely publicized on the university campus for a period of not less than two weeks. The application deadline shall be part of the publicity.

The committee will follow social equity guidelines for the selection of nominees for the position of student trustee.

Upon receipt of all applications, the search and screen committee shall screen applications and interview candidates. The chair of the selection committee shall submit the application file of the three nominees to the university president who, after consultation with the executive committee of the Council of Trustees, shall select the candidate for forwarding to the chancellor no less than 60 days before the incumbent student trustee will graduate, or after the completion of the selection process, if the position is vacant. The chancellor shall forward the nomination to the Chair of the Board of Governors. The Governance and Leadership Committee shall review the nominee application. The student appointment must be approved by a vote of the Board.

**Adopted by Council of Trustees**

Kutztown University, September 6, 1985

Amended October 18, 1985

Amended May 8, 1987

Amended March 16, 2000

Amended October 4, 2018

Amended June 6, 2024

**Last Review:**

August, 2012

August 2018

February 2021

June 2024